



## *The Columbus Division of Fire* **Firefighter Selection Process**

### **Step1: Application Civil Service Commission (CSC)**

- at least 17½ years of age at the time of application and 18 years old at time of hire
- valid driver's license at time of application and valid Ohio driver's license at time of hire
- U. S. citizen at time of application
- high school diploma or GED at time of appointment

See also *Background Removal Standards* provided online.

### **Step2: (Phase 1) Written Exam & Oral Assessment (FOAM) (Civil Service Commission)**

The initial testing will be conducted under the direction of the Columbus Municipal Civil Service Commission. Those applicants who score sufficiently high enough will proceed to the next level. Prior to the test, preparation materials and study guides will be provided.

**Written Exam-** will consist of multiple choice questions Pass/Fail

**FOAM-** Firefighter Oral Assessment Mechanism- is a *video-based* test that examines a candidate's problem sensing / resolution skills and interpersonal relations skills. Your oral exam score will be weighted as 100% of the final score for those who pass. Those who pass this portion of the test determines your Banding Score on the *Eligibility list*, Band Rank/Fail

**(Phases 2) Firefighter Mile Physical Testing-** Physical Fitness Test course Pass/Fail

**Only those who receive passing scores on all phases of the examination process will be placed on the Columbus Civil Service Commission Firefighter Eligibility List in band scores.**

### **Step3: Background Investigation (Columbus Division of Fire Background Investigations)**

A personal history questionnaire (PHQ) will be required from each candidate along with a pre-interview, picture, polygraph and fingerprints. Candidates also will sign waivers allowing the Background Officer to conduct an extensive background investigation. Candidate's Personal History Questionnaire (PHQ) will be reviewed to ensure compliance with the *Firefighter Background Removal Standards*, prior to scheduling of the polygraph examination. At this time, the candidate must submit a high school diploma or G.E.D.

### **Step 4: Oral Interview (CFD)**

The candidate will be required to go before an Oral Interview Board consisting of Fire Department representatives. The Board then will make a recommendation to the Director of Public Safety. The Safety Director will select candidates for a *conditional* offer of employment.

### **Step 5: Medical / Stress Evaluation / Psychological Exam**

After receiving a conditional offer of employment, Candidates will be contacted to schedule step 5. This will involve a rigorous medical examination including a vision, *cardiovascular stress tests*, and Psychological screening. These tests must be passed before you can be appointed to the position of Firefighter. Candidates must be free of dependence and addiction to narcotics, alcohol or other controlled substances. The vision requirements state that vision must be **correctable to 20/30 binocular** and no more than **20/100 uncorrected** in each eye.

### **Step 6: Appointment**

Firefighter candidate names will be submitted to the Safety Director for final selection and appointment to the Department of Public Safety, Columbus Division of Fire, based on Columbus Civil Service Certification. Fire candidates will be notified by letter of an appointment date to the Columbus Division of Fire Academy.

Fire recruits will be required to successfully complete approximately thirty weeks of paid training and graduate from the Columbus Fire Academy. All appointees will be required to successfully complete a one- year probationary period from date of appointment.

**The Division of Fire must maintain a required number of Firefighters who possess an Emergency Medical Technician-Paramedic certificate. Firefighters may be required to obtain and retain this certificate after becoming a Journeyman Firefighter.**

### **Employees Benefits**

The Columbus Division of Fire offers an attractive and competitive fringe benefit package.

Health Insurance*	Annual Service Credit
Life Insurance	Clothing and Equipment Allowance
Vision Care**	College Tuition Reimbursement**
Dental Plan**	Retirement Plan
Prescription Drug Plan	Deferred Compensation Program
Paid Sick Leave	Credit Union Membership
Paid Vacation Leave	Promotions
Paid Holidays	Worker Compensation

Eligibility for insurance benefits begins on the first day of the month following date of hire, except as noted below.

(\*) For new hires and eligible dependents, a pre-existing condition clause will apply. In the event medical care or consultation is sought or received within six (6) months prior to the employee's effective date of coverage, the medical condition will not be payable for twelve (12) months from the effective date with the City of Columbus Division of Fire.

(\*\*) Eligible after one-year of continuous service.

### **Salary**

After completion of one- year continuous service in each of the steps listed below, the employee's salary increases to the next higher step. Step increases are based on an employee's date of original appointment.

<b>EFFECTIVE</b>	<b>January 1, 2014</b>	<b>through</b>	<b>November 1, 2014</b>
<b>STEP A</b>	\$1,758.40 bi-weekly		\$45,718.40 annually
<b>STEP B</b>	\$1,847.20 bi-weekly		\$48,027.20 annually
<b>STEP C</b>	\$1,940.80 bi-weekly		\$50,460.80 annually
<b>STEP D</b>	\$2,316.00 bi-weekly		\$60,216.00 annually
<b>STEP E</b>	\$2,695.20 bi-weekly		\$70,075.20 annually

Eligibility to take the Lieutenant exam is after 5 years as Firefighter. The differential in salary for Lieutenant, Captain, and Battalion Chief are products of an 18% full rate wage differential between these ranks.

### **Columbus Division of Fire, Recruitment Office**

**AN EQUAL OPPORTUNITY EMPLOYER**

**(614) 645-6387**

**[Columbusfire.org](http://Columbusfire.org)**

**[Facebook Columbus Division Fire Recruitment Office](#)**

**Job interest form = will put you on the *mailing list* for any firefighter(#3090) testing information announcements from the Civil Service Commission. 614-645-0879**

**[csc.columbus.gov](http://csc.columbus.gov)**